



# Data Collection Quick Start

The following is a brief overview of Data Collection and information found on this page.

## Data Collection Support

- **STN News:** Find the most current news regarding the STN Application Center, submission of student data, and STN related activities.
- **Communication, Letters and Memorandum:** Official letters and memorandums in regards to the data collected from other stakeholders throughout the Department.
- **STN Document Archive:** Posted data layouts of all collections from previous years.
- **NCES FERPA Toolkit:** Document regarding the privacy of student information that is necessary for the collection of student data both locally and via the Application Center.

## STN Message Alert

- **STN Message Alert:** Real time messages and alerts that are happening at the time of data submission during the data collection periods or the functioning of the application center.

## Calendar and Collections

- **STN Calendar:** This daily calendar contains dates for each collection that cover the duration for each collection. The calendar can be manipulated in several ways to keep you informed of upcoming collections. The calendar can change and should be reviewed on a regular basis.
- **Collection Schedules:** The collection schedule is a yearly calendar of data collections. It explains what collections are due, when they are due, and how to access them; either through the Application Center or on DOE Online (found on the Department's homepage under K-12 School Data). The collection schedule contains the contact person for more detailed information regarding a collection, and a graph (located at the bottom of the collection schedule) of who is required to submit. The collection schedule changes frequently. You should check back often to get the most accurate information.

## Data Collection and Reporting

- **Data Layout:** A data layout for each collection details due date, collection year, data codes, explanations, definitions, field specifications, file requirements, references, common scenarios and other information specific to each collection. The data layouts also identify the school types (public school, charter school, freeway school, or accredited nonpublic schools) that are required to submit each report.
- **FAQ:** Each collection has Frequently Asked Questions, (FAQ) specific to that collection. These questions are a compilation of *real* questions gathered and published in an attempt to make collection submissions easier and more efficient for you, the user.
- **Where the data are used:** A link to where the aggregated data is posted or a brief description of why the data is required. Each collection requires different levels of data (i.e. student, teacher, corporation, or school). The data are collected and made available to the federal government, the public, legislatures, universities, and businesses.
- **Resource and Reference Lists:** Specific resources, including Indiana Law and website links can be located in the “References” section of any data layout.
- **Collection Alert/Update:** Information that is necessary for the successful submission and completion of data are posted here for real time communication with users.

Proceed to the next step in becoming familiar with data collection. Review the information found under **Application Center Support** on this page.